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| POSITION TITLE: | Employment & Discrimination Solicitor |
| REPORTING TO: | Head of Practice (Employment & Discrimination) |
| CLASSIFICATION: | Legal 4 (MEA 4) \$72,000 – \$77,800 |
| EMPLOYMENT TYPE: | Fixed term contract (12 months) Full-time |

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, domestic violence, early intervention care and protection work, victims of crime, employment and discrimination.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates a Social Worker to provide wrap-around support to the most vulnerable and at-risk clients.

The multi-disciplinary practice is complemented by the Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program. This Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to understand and address discrimination and violence against women.

2. POSITION SUMMARY

The Employment & Discrimination Solicitor works in the Centre's Employment & Discrimination Practice.

Under the supervision of the Head of Practice (Employment & Discrimination) and working closely with the Centre's support staff, the Employment & Discrimination Solicitor is responsible for providing women with legal advice and representation in employment and discrimination matters.

The Employment & Discrimination Solicitor also contributes to the development and implementation of effective outreach legal services and community legal education programs, building and maintaining effective referral relationships with external stakeholders, as well as contributing to law reform activities undertaken by the Centre.

3. KEY RESPONSIBILITIES

1. Legal advice and casework

- 1.1. Provide women with legal advice on employment and discrimination matters.
- 1.2. Complete legal tasks such as drafting applications and letters of demand, and conduct written and verbal negotiations with clients' employers.

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- 1.3. Provide women with legal representation in various forums, including the Fair Work Commission, ACT Human Rights Commission, Australian Human Rights Commission, ACT Civil and Administrative Tribunal, and Federal Circuit Court of Australia.
- 1.4. Identify opportunities for early intervention in matters and provide clients with options which provide long-term solutions to their legal problems.
- 1.5. Collaborate with the Centre's social workers and case workers to provide clients with wrap around support and ensure they are integrated with the legal services provided.
- 1.6. Ensure all legal service data collection is accurate, timely and comprehensive.

2. Community legal education, law reform & stakeholder engagement

- 2.1. Represent the Centre in relevant networks in the legal and community sector and in a variety of public forums.
- 2.2. Assist the Head of Practice to deliver the Centre's face-to-face training on domestic and family violence and work for employers, as well as other community legal education programs and campaigns in regards to employment, human rights, and discrimination matters.
- 2.3. Assist the Head of Practice to identify law reform issues for action and develop law reform proposals, strategies, reports and submissions in regards to employment, human rights and discrimination matters.
- 2.4. Build and maintain professional relationships with external stakeholders to optimise collaboration with the community and legal sector and develop referral pathways between the Centre and other organisations.

3. Organisational responsibilities

- 3.1. Participate in regular supervision with the Head of Practice and yearly performance reviews.
- 3.2. Participate in reflective practice and/or other staff wellbeing initiatives.
- 3.3. Ensure compliance with policies and procedures of the Centre.
- 3.4. Participate in the Centre's planning with staff and Board.
- 3.5. Attend regular staff meetings as required.
- 3.6. Provide reports as requested by the Principal Solicitor and Executive Director and draft and contribute to the Centre's reports and other publications as required.
- 3.7. Other relevant duties as directed by the Principal Solicitor and the Executive Director.

4. SELECTION CRITERIA

Required

1. Admitted to practice/eligible to apply for a restricted practising certificate in the Australian Capital Territory.
2. 1-3 years' post admission experience and demonstrated casework experience, ideally in the areas of employment and/or discrimination law.
3. Highly developed organisational skills and the ability to manage competing workloads under pressure.
4. Demonstrated high level written and verbal communication skills, including the ability to simplify legal jargon and processes, quickly distill and present large amounts of information, and effectively advocate on behalf of clients.
5. Ability to have difficult conversations and provide realistic advice on prospects while adopting a trauma-informed approach to service delivery.
6. Demonstrated understanding of the issues facing women in employment and commitment to providing high quality legal assistance to vulnerable women.

Desirable

7. Experience in developing and delivering legal education for employers and/or communities.
8. Experience working with Aboriginal and Torres Strait Islander people, women from diverse backgrounds, women with disability, and women who have experienced trauma.